

*Dodge City Community College has*

# **computer classes**

*to fit your busy schedule!*

*for enrollment information, call*

**316/227-9295**



## ***Advanced Microsoft Excel***

You've mastered the basic functions of this popular spreadsheet program...and now you're want to move on to more advanced features like templates, pivot tables and interactive Web documents. You're ready for Advanced Microsoft Excel, taught by Terry Perez Garcia, **November 11 & 18** from 8:30 a.m.–5:00 p.m. in the Technical Center computer lab. Tuition, book and fees for this class total \$95.

## ***QuickBooks Pro 99***

QuickBooks helps simplify many day-to-day business operations. Learn how to enter account balances, create company lists, set up inventory, sell products, invoice your services, process customer payments, pay bills and use online services in this one-day course, taught by Shawn Mead **December 2** from 9:00 a.m.–4:00 p.m. in the Humanities Building computer lab. Tuition, book and fees for this class total \$85.

## ***PowerPoint***

Still relying on clumsy transparencies or paper handouts for your presentations? Discover how Microsoft PowerPoint can make you...and your presentation...look even better. Learn how to create and edit bullet slides, use PowerPoint's drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph. Terry Perez Garcia is teaching this class **December 2 & 9** from 8:30 a.m.–5:00 p.m. in the Technical Center computer lab. Tuition, book and fees for this class total \$95.

## ***PageMaker Basics***

Say you've been handed the task of producing a newsletter for your business or organization. Adobe PageMaker is a great program to make the job simpler. Learn basics of page design and some PageMaker tricks that make it easy. The class, taught by Dave Sparks, meets **December 28 & 29** in the Technical Center computer lab from 8:30 a.m.–5:00 p.m. Tuition, book and fees for this class total \$95.